

To the DOC Travel Card Applicant:

If your manager agrees that your work requires the use of a government-issued JP Morgan Chase (JPMC) travel card, go to the following URL to apply:

https://www.cc-accountcenter.com/jpmorganchase_commercial/eapp/ss_applicationID.jsp

Directions:

1. Once at the JPMC Account Center website, enter your applicable Application ID number (see table below for your respective Bureau). This code is case sensitive. Once entered, press the *Submit* button.

Bureau	Application ID		Bureau	Application ID
BEA	DOC70713T		OSEC	DOC70712T
BIS	DOC73292T		NIST	DOC73298T
BIS– Quasi	DOC70715T		NOAA– HQ	DOC70714T
Census	DOC73293T		NOAA– NWS	DOC70716T
EDA	DOC73294T		NOAA– NWS	DOC70716T
ESA	DOC73295T		NOAA– NMFS	DOC70717T
ITA	DOC73296T		NTIA	DOC73299T
MBDA	DOC73297T		NTIS	DOC73300T
OIG	DOC73301T		PTO	DOC73302T

2. You should now be at the *DOC Travel Card Application, External Application Page*.
 - Fill in the required information as you would for a personal card application, using your home mailing address, work email address, etc. (**NOTE: If you can only receive mail at a P.O. Box address include your physical residential address on Address Line 1 and your P.O. Box number on Address Line 2.**) Please contact your Bureau Travel Card Coordinator(s) for entering the PaymentNet Hierarchy information or leave this field blank. Your Bureau Travel Card Coordinator(s) can enter the Hierarchy information after your application has been submitted.
 - Enter your manager's name, work email address and work phone number. The request for application will automatically go to your manager for approval. Be sure this information is accurate otherwise your application will not be routed properly for approval. Your manager will receive an e-mail from JPMC with instructions on how to approve or reject the travel card application.

3. Read the **USDOC Employee Acknowledgment Statement and Approving Official Certification Statement** then press *Submit to Review*. You will be given an opportunity to review and correct your application before final submission.
4. Once you submit your application, you will receive a Confirmation Page at your work email address titled *JPMorganChase Commercial Card Application Processing Update*. Simultaneously, your manager will receive an emailed *Request for Approval*.
5. **Important:** Forward your Confirmation Page email to your Bureau Travel Card Coordinator(s) who can be found at: <http://www.osec.doc.gov/oas/travel/tchargecard-coordinator.html>). **Additional information has to be input by** your Bureau Travel Card Coordinator(s), **before the application is complete** and forwarded to the bank. The email will alert your Travel Card Coordinator that you have submitted a travel card request.
6. Once your Bureau Travel Card Coordinator(s) approves and forwards the application, the bank will begin processing the application.
7. Total time from notification to the Travel Team that the application has been entered to receipt of travel card and PIN mailed to your home address should be 5 to 7 business days.

IMPORTANT REMINDERS:

- It is mandatory that each cardholder take the *GSA SmartPay Travel Cardholder Training* before being issued a travel card. Training has to be re-taken every three years. The training is on-line at <http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>. **Immediately** upon completion of the training course, fax your training certificate to your designated Travel Card Coordinator. Your Travel Card Coordinator must have your travel card training certificate before approving your travel card application.
- If you have placed a block on your credit, you will need to remove the block in order to be issued a JPMC travel card. Please contact all three credit bureaus to request that the block be removed: [Experian](#), [Equifax](#), [TransUnion](#).
- Online applications will only remain in the JPMC Account Center system for 10 business days. Applications will be canceled by the Travel Card Coordinator in cases when the manager has not approved the application or when the training certificate has not been faxed. Applicants will then have to reapply.